

South Shore Community Liaison Committee

1. Purpose

The South Shore Community Liaison Committee (SSCLC) is a vehicle to ensure ongoing dialogue and communication with groups that have a vested interest in port-related operations and development on the south shore of the Burrard Inlet. The committee operates as a collaborative forum where community, Indigenous, municipal, industry and Vancouver Fraser Port Authority representatives meet to share information, provide input, identify concerns, and collaborate to develop potential solutions to ongoing and emerging issues.

2. Scope

The scope of the SSCLC is port-related activities on the south shore of the Burrard Inlet in Vancouver. The committee is advisory in nature and does not replace regulatory functions, government controls or other procedures that are in place for public safety, health and environmental protection. Participation is voluntary.

3. Composition and Membership

The SSCLC is comprised of up to 19 individuals representing municipal, Indigenous, community and port industry interests.

- a. Up to four community member-at-large representatives who will:
 - i. Represent, to the best extent possible, a variety of community interests including those of local residents, local associations, local business, recreation, community health and environmental organizations; and
 - ii. Provide geographic representation from communities adjacent to port facilities on the south shore of Burrard Inlet, in Vancouver.
- b. One representative from each from:
 - i. Burrardview Community Association
 - ii. Grandview Woodlands Community Association
 - iii. Strathcona Community Association
- c. One appointed representative from each from:
 - i. Musqueam Indian Band
 - ii. Squamish First Nation
 - iii. Tsleil-Waututh First Nation
- d. One appointed representative from each from:
 - i. Canadian Pacific Kansas City (CPKC)
 - ii. Canadian National (CN)
- e. One appointed representative from the City of Vancouver
- f. One representative from each terminal operator on the south shore:
 - i. DP World
 - ii. Lantic, Inc.

- iii. Viterra
- g. One representative each from:
 - i. Strathcona Business Improvement Association
 - ii. Hastings-North Business Improvement Association
- h. One representative from the Vancouver Fraser Port Authority

4. Member selection process

- a. Community member-at-large positions will be selected through an application process. Calls for applications will be advertised in the local newspaper and on social media. Applicants will be selected by the port authority according to the criteria outlined in Section 3.a; and
- b. All other positions will be selected by the organizations they represent.

5. Length of term

- a. Community member-at-large positions will serve a two-year term with the option to renew for an additional two-year term, for a maximum length of four years on the committee; and,
- b. All other positions will be appointed by their respective organizations on an annual basis.

6. Roles and responsibilities

- a. The facilitator will convene and chair meetings. The facilitator will be appointed on an annual basis, renewable at the option of Vancouver Fraser Port Authority with input from the committee. In collaboration with Vancouver Fraser Port Authority and with input from committee members, the facilitator will:
 - i. Plan and facilitate meetings including managing time, planning agendas, speaking order and consensus/decision processes;
 - ii. Receive requests from non-members to attend SSCLC meetings and make recommendations to the Vancouver Fraser Port Authority about whether they should be permitted to attend and on which terms;
 - iii. Approve meeting agenda packages prior to distribution to committee members;
 - iv. Review meeting notes and provide final approval to the staff liaison to post on the Vancouver Fraser Port Authority website;
 - v. Communicate between meetings with members of the committee and Vancouver Fraser Port Authority; and
 - i. Conduct an annual review of the Terms of Reference and recommend changes for consideration by the committee.
- b. Vancouver Fraser Port Authority will:
 - i. Be responsible for meeting costs including facilitator, venue, staff resources, recruitment and refreshments;
 - ii. Provide a staff liaison to organize meetings, agenda and all committee requests;
 - iii. Coordinate briefings related to proposed topics that are not within the jurisdiction of the Vancouver Fraser Port Authority;

- iv. Take into consideration committee discussions and recommendations, where feasible, appropriate, and within the port authority's mandate.
- c. The staff liaison will:
 - i. Work with the facilitator, with input from committee members, to plan agendas for committee meetings;
 - ii. Take summary notes, and with the approval of facilitator, distribute and post to the port authority website; and
 - iii. Coordinate meeting logistics and invitations.
- d. Individual members will:
 - i. Support the implementation of initiatives decided upon by the committee;
 - ii. Receive information in good faith and communicate it respectfully;
 - iii. Request information first from the staff liaison before using other channels and then, only if the Vancouver Fraser Port Authority cannot provide the requested information, seek to find it elsewhere;
 - iv. Report back to the committee in a timely fashion;
 - v. Bring discussion ideas and agenda topics forward for consideration;
 - vi. Conduct themselves in ways that foster inclusion and respect for all members;
 - vii. Attend meetings on a regular basis; individuals who miss three successive meetings may be asked to resign at the discretion of the facilitator.

7. Meeting frequency

The committee will meet four to six times per year. Additional meetings may be scheduled at the discretion of the committee.

8. Meeting agenda, notes, action items and recording

A Vancouver Fraser Port Authority representative will keep meeting summary notes, which are meant to reflect the general themes and decisions and are not a verbatim record of the meeting. Meeting summary notes will be circulated in draft to committee members after each meeting and will be posted on the port authority's website after circulation. Requests for revisions may be sent to the port authority and will be incorporated at the discretion of the meeting note taker.

The port authority meeting coordinator will develop an agenda for each meeting, in consultation with the meeting facilitator. Best efforts will be made to issue agenda packages by email one week in advance of meetings. Every agenda will include follow-up on action items from the previous meeting in addition to relevant updates. Key messages and action items will be produced at the conclusion of each meeting to facilitate easy and transparent communication. No audio/video recordings or social media will be conducted during meetings.

9. Delegations

Requests for external delegations to committee meetings will be referred to the facilitator. Delegation requests will be considered if the purpose of the delegation relates to the purpose and scope of the committee. The facilitator will assess if delegation request is relevant and approve or deny request.

10. Reporting Out

Committee members will report out on SSCLC matters to their respective executives, boards and communities. Communication will be respectful, objective and attempt, as much as possible, to convey information received during meetings with appropriate contextual and explanatory material.

In addition, all notes and meeting presentations will be posted on the port authority's website. The port authority will post an annual summary of committee activities on its website.

11. Media protocol

Media requests related to the committee will be directed to the meeting coordinator and facilitator. Individual members will not speak on behalf of the committee unless it has been discussed and approved by the committee in advance.

12. Expenses

Expenses for meeting facilities, equipment, local newspaper advertising for community representative applications, and hospitality for SSCLC meetings will be covered by the port authority. Responsibility for other ongoing expenses that may arise will be considered on an as-needed basis.